Great Falls Job Service Workforce Center
1018 7th St. South
Workshop Schedule - April 2014
Call 791-5800 to pre-register

PEP TALK/MTCIS: `NEW`
- Explores strengths, interests, skills, and values in relation to education and career paths
- Assessments to discover the best fit for your next employment opportunity

Monday: **APRIL**   **14**   **10:15 AM – 12:00 PM**

WORKIN' IT OUT:
- 2 ½ day Workshop
- Successful workplace problem-solving skills, conflict resolution, good communications, and decision-making
- Certificate upon completion

Scheduled: **APRIL**   **1, 2, 3**   **9 AM – 12 PM** and **1 – 4:45 PM**
               APRIL   **15, 16, 17**   **9 AM – 12 PM** and **1 – 4:45 PM**
             (*APRIL 3 AND 17 morning session only, no afternoon session*)

EXCEPTIONAL CUSTOMER SERVICE STRATEGIES: `NEW`
- Challenging you to develop the necessary attitude for delivering exceptional customer service
- Taking that attitude and translating it into daily action

Thursday: **APRIL**   **3, 17**   **2:00 PM - 3:45 PM**

DOLLARS & $ENSE:
- 1 full-day Workshop
- Money management tips
- Credit reports and what they mean
- ***Must pre-register with RDI. Call 761-8721***

Tuesday: **APRIL**   **8, 22**   **9 AM – 12 PM** and **1 – 4:45 PM**

JOBS ONLINE:
- How to: Register with Job Service, Update profile information
- Job Search using jobs.mt.gov
- Using the Great Falls Job Service website

Tuesday: **APRIL**   **8, 22**   **10:00 AM – 11:30 AM**

BASIC COMPUTER LITERACY:
- Designed for beginners
- Topics: Computer functions; Parts of a computer system; Intro to Windows and using menus; Basic Word Processing

Wednesday: **APRIL**   **9, 23**   **10:00 AM – 11:30 AM**

INTERVIEWING INSIGHTS:
- Discussion of various types of interviews
- Preparation suggestions; Appropriate dress and appearance

Wednesday: **APRIL**   **9, 23**   **1:30 PM – 3:00 PM**

RESUMES, COVER LETTERS, & APPLICATIONS THAT WORK: `NEW`
- Formats, style, visual appeal
- Types of applications
- How to prepare for: applications, resume creation, and online applications
- Grammar, verbiage, and content to include *and exclude*

Thursday: **APRIL**   **10, 24**   **10:15 AM – 12:00 PM**
            (*Hands-on learning in lab environment: 1pm - 3:30pm–optional*)